

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

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**CSBG Advisory Committee (CAC) Meeting**

**Community Services & Development Department  
700 North 10<sup>th</sup> Street, Sacramento, California**

**February 28, 2007**

Call In Number – 1-888-447-7153 – pin number 5653559#

**AGENDA**

1. Director's Report – (20 min)
2. Approval of November 16, 2006 minutes – (5 min)
3. Association Updates – (20 min)
4. Automation Update – (15 min)
5. Effectiveness Tool Update – (25 min)
6. Community Action Plan (proposed changes) – (20 min)
7. Presentation by Youth Authority on 15M grant – (20 min)
8. OCS Monitoring Tool – (15 min)
9. Presentation on new T & TA Model – (25 min)
10. Workshop Ideas – (15 min)
11. Adjourn

**Roll Call:**

Community Action Agency of San Mateo, Inc.  
Spectrum Community Services, Inc.  
Madera County Community Action Agency  
Central Coast Energy Services, Inc.  
San Joaquin County Department of Aging, Children's and Community Services  
Community Action Partnership of Orange County  
Community Services and Employment Training, Inc.  
Redwood Community Action Agency  
Fresno County Economic Opportunities Commission  
Contra Costa County Community Services Department  
Coulson-Glen-Trinity Community Action Agency  
Amador-Tuolumne Community Action Agency  
Center for Employment Training

Yolo County Department of Employment and Social Services  
Central Valley opportunity Center, Inc.  
Community Action Partnership of Sonoma County  
Community Action Partnership of San Bernardino County  
Cal-Nevada Community Action Partnership  
Department of Community Action, County of Riverside  
Community Action Board of Santa Cruz County, Inc.  
Merced County Community Action Agency  
Associated Community Action Program

### **Director's Report:**

Meeting was called to order by Lloyd Throne. Lloyd welcomed the network and recognized Foothill and Joan, the Executive Director. He mentioned that Foothill has been given a conditional one year contract as the CSBG provider in the Pasadena area. He said that there is a lot of work that Foothill must complete and technical assistance and training that will be provided by CSD and Cal Neva during the year before Foothill can be officially designated as the CAA in Pasadena.

Lloyd talked about the Field Representative visits to the agencies and said they have been a great success and an accomplishment of one of the goals he had as Director.

Lloyd said that he believed that CSBG will be reauthorized this year.

He thanked the agencies for responding to his e-mail asking for input on backfilling the prior year's CSBG cut with discretionary. Overwhelming agencies recommended that the discretionary funds be reserved for emergencies.

Lloyd asked the network for support of SB330, CSD's clean-up language.

### **Wendy's Report:**

Wendy mentioned that Congress has passed a year-long Continuing Resolution at the 2006 funding level. The President again zeroed out CSBG in 2008. Wendy said that because contracts were budgeted at the 2006 level, and did not include the optional discretionary backfill so the authorization amounts will only change slightly if at all once we get the authorization to spend authority from the Federal Government. We anticipate getting that authorization soon, and will send out revised spreadsheets with the authorized spending level by agency for 2006. Be sure to revise your budget according to the spreadsheet you will be sent, as this will be your spending plan for the year. The amount contained in the spreadsheet – not on the face sheet of your contract – is your contract allocation for 2006.

### **Association Announcements:**

Tim Reese of CalNeva announced that the Associations membership drive is going on at this time. He asked everyone to support the upcoming Poverty Summit and the National Partnership Conference in San Diego. Tim said he will be in Washington for the NCAF Conference and will meet with Congressional Representatives and staff to discuss the CSBG and LIHEAP programs. Tom Tenario, Legislative Coordinator for CalNeva said he is very hopeful that CalNeva will be able to support CSD's clean-up language legislation.

### **Automation Update:**

Ed Lee reported that CSD is moving forward with what we're calling Agency Profile automation. The goal is to make it easy for anyone that is in need of services to use the CSD web page to identify who to contact for which type of service he or she may need. In addition, CSD needs the ability to identify which agencies/CAA's are providing which type of services. When you look at CSD's public Web page today; the only agencies searchable by the public is the contracted energy agencies. CSD staff has collected initial information to establish the CSBG agency profile such as contact info, program services, political jurisdiction and other data fields. Once the IT staff has loaded the CSBG agencies data into a database, CSD will establish an internal procedure to continuously update and leverage the agency data to manage a single source for mailing, payment address, etc. CSD will send out a copy of the full agency profile for each agency in advance of putting this data out for the public viewing. Expect the information to be released in May 2007 for review, and then agencies will have to submit any agency profile changes to CSD for updates.

### **Effectiveness Tool Update:**

Jeannette Nelson reported on the status of the Performance Appraisal Tool with the following: In mid-2005, based on directives coming from the Federal Office of Community Services, CSD made the decision to begin compiling a Performance Assessment Tool and have California take the lead rather than waiting for OCS to adopt something that we didn't like and make it mandatory for states to use. CSD staff spent about 6 months drafting and re-drafting the beginnings of an assessment tool basing a lot of the material on the Path to Excellence material. Early in 2006, we realized we needed input from the service providers as far as the direction we were trying to go – the feasibility, etc. At the suggestion of our legal counsel – we formulated a Blue Ribbon Task Force comprised of Network Directors and Managers specifically chosen for certain areas of expertise. The first meeting of the Task Force was held in May of 2006. Thereafter, two day working meeting were held each month through October of 2006. The Task Force basically started from scratch and the tool continued to morph from a more prescriptive, detailed format into the user friendly version it is today. Satisfied that the tool was ready to pilot, the Task Force, in conjunction with CSD staff identified five agencies to test the tool – C-Set, Butte,

Riverside, Central Valley Opportunity Center and the Northern California Development Council. The pilot agencies conducted their internal assessments in December of 2006 and January of 2007. CSD staff made on-site visits to all five agencies for a review process which lasted about four hours at each agency. Methodologies to complete the tool varied from agency to agency. Some agencies assigned management teams to complete specific portions of the tool and then they all came back together for the summarization. Some agencies involved their Boards and line staff in the process and assigned the planner(s) to put it all together. One assessment was completed by a single staff person using information gleaned from their Strategic Planning Process. Four of the agencies were private, non-profits, one was public. On February 6, 2007, the Blue Ribbon Task Force reconvened for a report from CSD staff on the pilot agencies and to make recommendations about where to go from here. During the review process we received many comments both pro and con. The comments were overwhelmingly favorable. The major concern on the con side was the cost to the agency of time and resources and the difficulty of involving the board in the process. After Jeannette's presentation, comments on their experience in completing the Assessment were given by Terry Coltra of Northern California Indian Development Council; Carla Calhoun of Center for Employment Training; Tom Tenorio of Butte CAA; Dian Shakoor of San Mateo EOC; Sylvie Vatinelle of California Human Development and Godwin Aimua of Riverside CAP. Assessment Instructions completed by the Task Force and a draft letter from the Task Force to the CSBG Network were distributed.

### **Challenge Grant Presentation:**

Joseph Montes and Michael Cardiff from the State of California Department of Corrections and Rehabilitation – Division of Juvenile Operations, attended the CAC meeting to discuss the upcoming Challenge Grant. The Juvenile Justice Community Reentry Challenge Grant Program shall be administered by the Division of Juvenile Justice, in consultation with the Corrections Standards Authority, for the purpose of improving the performance and cost-effectiveness of post-custodial reentry supervision of juvenile parolees, reducing the recidivism rates of juvenile offenders, and piloting innovative reentry programs consistent with the division's focus on a rehabilitative treatment model.

The Challenge Grant is a funding opportunity available for public and private social service providers aimed at increasing reentry services to the juvenile population paroling from the justice system. The Challenge Grant will fund a number of projects throughout the State of California. The Division of Juvenile Operations is seeking innovative partnerships within communities that make the most effective use of services available within the community. Projects should include partnerships among local justice officials, housing services and other necessary social services. There is not a defined structure for the projects; innovation and meeting the needs of the juvenile population paroling from the justice system is the main priority. This program shall award grants on a competitive basis to applicants that demonstrate a collaborative and comprehensive approach to the successful community reintegration of juvenile parolees, through the provision of wrap-around services that may include, but are not limited to, the following:

Group homes  
Occupational development and job placement.  
Outpatient mental health services.  
Substance abuse treatment services.  
Education.  
Life skills counseling.  
Restitution and community service.  
Case management.  
Intermediate sanctions for technical violations of conditions of parole.

To be eligible for consideration, applicants shall submit a program plan that includes, but is not limited to, the following:

The target population.  
The type of housing and wrap-around services provided.  
A parole and community reentry plan for each parolee.  
Potential sanctions for a parolee's failure to observe the conditions of the program.  
Coordination with local probation and other law enforcement agencies.  
Coordination with other service providers and community partners.

The RFP is due March 15, 2007

## **New T & TA Model**

Tim Reese, Executive Director of California Nevada Community Action Partnership presented a brief overview of the new T&TA Model that will be utilized within the CSBG Network. The new model includes the following components:

### **Task 1 – Information Sharing Regarding Funding Opportunities**

Cal/Neva will be responsible for identifying resources, such as funding sources, available to the network and provide technical assistance regarding accessing these resources. Activities included within this task will include:

Conducting research to locate available funding opportunities

Provide information about available funding sources

Provide technical assistance regarding the feasibility of the application. This service will not include travel to agencies, however technical assistance will be provided via e-mail or telephone.

Provide technical assistance in drafting grant applications

## **Task 2 – Public Policy and Advocacy**

Cal/Neva will be responsible for providing public policy and advocacy activities in support of Community Action. Activities included within this task will include:

Cal/Neva will meet with State legislators, Legislative Staff and/or State Departments to discuss the value of the Community Action Network

Tracking, evaluating and developing opinion on public policy issues

Participation in national dialogues regarding Community Action issues – Best Practices, identified performance standards, and other applicable conversations

## **Task 3 – Cal/Neva Membership Meetings & Conferences**

Cal/Neva Bylaws state that Cal/Neva will host, at a minimum, three meetings per year. These meetings will offer the opportunity for all CSBG funded entities to participate.

## **Task 4 – Development of Cal/Neva T&TA Advisory Committee and Development of Comprehensive Skill Bank**

Cal/Neva will establish a T&TA Advisory Committee responsible for the development of a comprehensive skills bank of available resources. This Skills bank will identify training resources including the following areas:

Strategic Planning

Leadership and Governance

Management

Program Products and Services

Resource Development and Management

Advocacy, Public Relations and Marketing

Programs and Services

Other training topics identified by Cal/Neva T&TA Advisory Committee

**Task 5 – Provide T&TA to CSBG Network**

Cal/Neva will be responsible for providing T&TA to the CSBG Network through a variety of sources. Responsibilities in this section include the following:

T&TA at the Direction of CSD

Capacity Building for Foothill Unity Center

Cal/Neva will provide specified training to Foothill Unity Center during this contract period

T&TA Requests from CSBG Network

Cal/Neva will create a “Leadership Institute”